

Town of Concord

APP # 11

Staffing During Adverse Weather Conditions

1. **General Policy**

Many Town employees provide essential services to the citizens of Concord in all weather conditions; therefore, it is appropriate that all employees report to work during inclement weather to support these efforts. Employees are expected to allow extra travel time during adverse weather and report to work on time.

Town facilities and services will be closed during adverse weather only if it is determined by the Town Manager that adverse conditions exist to the degree at which non-essential employees should not be required to remain at or report to their work sites.

2. **Closing Authority**

Authority to close Town facilities and services shall rest solely with the Town Manager. In the absence of the Town Manager, the decision making authority for facility closing will be delegated by the Town Manager.

3. **Closing Procedures**

Once a decision to close Town facilities has been made, the Town Manager will immediately notify each department head. Each department head will be responsible for establishing his/her own departmental notification plan.

When a closing decision is made before the work day begins, every effort will be made to notify affected employees by 7:30 AM. When notified of a closing, employees will also be told when to report back to work.

Each department head will be responsible for ensuring that notification signs are placed on the entrance doors of their public facilities. For facilities that are occupied by more than one department, this responsibility will be assumed by the department with the greatest number of employees at the site.

Whenever possible, all primary phone lines should be transferred to a phone with an answering machine. A message should be left on all answering machines notifying the caller of the closure and giving a number to call in cases of emergency.

4. Employee Leave Time when Town Facilities Remain Open

When Town facilities remain open during adverse weather conditions, employees are expected to allow extra travel time and report to work on time. An employee may be allowed up to one hour extra in which to report "on-time" when the department head determines that special circumstances exist for that individual. If an employee arrives later than expected, the missed time will be charged to any appropriate leave balance or remain unpaid if no leave is available.

If an employee cannot report to work or wishes to leave early during adverse weather conditions, s/he is expected to notify his/her supervisor as soon as possible (i.e. within 15 minutes of start time when not reporting). Again, the missed time will be charged to any appropriate leave balance or remain unpaid if no leave time is available.

5. Employee Leave Time When Town Facilities are Closed

When Town facilities are closed, all "non-essential" employees shall be released from work. Each department head will determine which employees are "essential" during that particular emergency. "Essential" employees will be required to report to or remain at work as directed.

All regular status and temporary full-time employees released from work when Town facilities are closed will be granted paid leave not charged to any accrued leave balances. Temporary part-time and limited status employees will not be granted paid leave.

Employees who were on previously scheduled leave for that day will be charged the leave time that was initially granted.

If an employee calls in to request leave time due to the adverse weather conditions and the Town facilities are subsequently closed, the employee will be charged leave time for the entire day.

All regular and overtime pay policies will apply to "essential" employees who are required to work during an emergency. No compensatory leaves or special pays shall be granted.

Distribution: Department Heads